

All Things New

Finance Policies and Guidelines

Overview

Ministry leaders play an important role in planning for and in ensuring the proper use of ATN's financial resources through:

- Expense Management and reporting
- Fundraising
- Income Management and reporting
- Ministry Financial Planning

Expense Management and Reporting

Stewardship of the church's limited financial resources is an important ministry discipline.

Policies

- Ministry Leaders are to limit aggregated line item expenses to approved MFP line item totals
 - Minor redirection of expense totals (\$500 or lower) can be made with the approval of the constellation leader, but must be reported to the finance team
- ATN's Leadership Team is authorized to approve, reject, or modify any
 - Significant intra-constellation changes to MFP line items
 - Major purchase requests - those over \$500
 - Any change involving moving funds from one constellation to another
- Should ATN enter into a season where income or cash flow is a problem, the Leadership Team may declare a time of "Controlled Spending". In such time, all discretionary spending must be pre-approved by the Finance team.

Guidelines

- Major expenses and recurring expenses are to be paid using an ATN credit card or check; ministry leaders are to submit ATN's standard purchase request form* for these types of expenses.
- Ministry leaders are to submit ATN's standard expense form* with receipts for any items purchased by that leader in that month. Late reporting will cause an incorrect picture of ATN's financial status and is discouraged.
- Unreimbursed expenses, such as items donated to ATN's Salt and Light ministries, are to be reported using ATN's standard in-kind donations form*.
- Constellation and ministry leaders are to review any expense summary reports provided to them by the finance team; any errors or omissions are to be reported immediately.

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Fundraising

Policies

- Unless explicitly pre-approved by ATN's Leadership team, ministry fundraising is not permitted.

Guidelines

For an exception to be made to allow for fundraising:

- The ministry need must be compelling and immediate. A proposal must be sent to the Leadership team at least one week prior to a Leadership team meeting, and at least one month prior to the proposed fundraiser. The proposal should include an explanation of the need, why fundraising is required in addition to approved MFP funding, how the money is to be used, and how this fundraising need is consistent with ATN's mission priorities.
- Or the need must be a long term general church goal such as a building fund.

Income Management and Reporting

Ensuring accurate and appropriate handling of ATN donations and other income safeguards both the church and the individuals entrusted with handing these funds.

Policies

- Unless explicitly provided for by ATN's Leadership team, all income is General Fund income; designated giving is not permitted.

Guidelines

- Income from general worship collections and for any other purpose is accounted for using ATN's standard Collections Counting Form*.
 - Two different people count using two different forms; the accuracy of the total is validated by comparing the two forms. Each form is signed and dated by the person who completed the form..
 - One form is provided to ATN's bookkeeper; the other is provided to ATN's Finance ministry leader.

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Ministry Financial Planning

ATN uses an annual Ministry Financial Plan (MFP) to both budget for anticipated expenses and to evaluate actual expenses in relation to the plan.

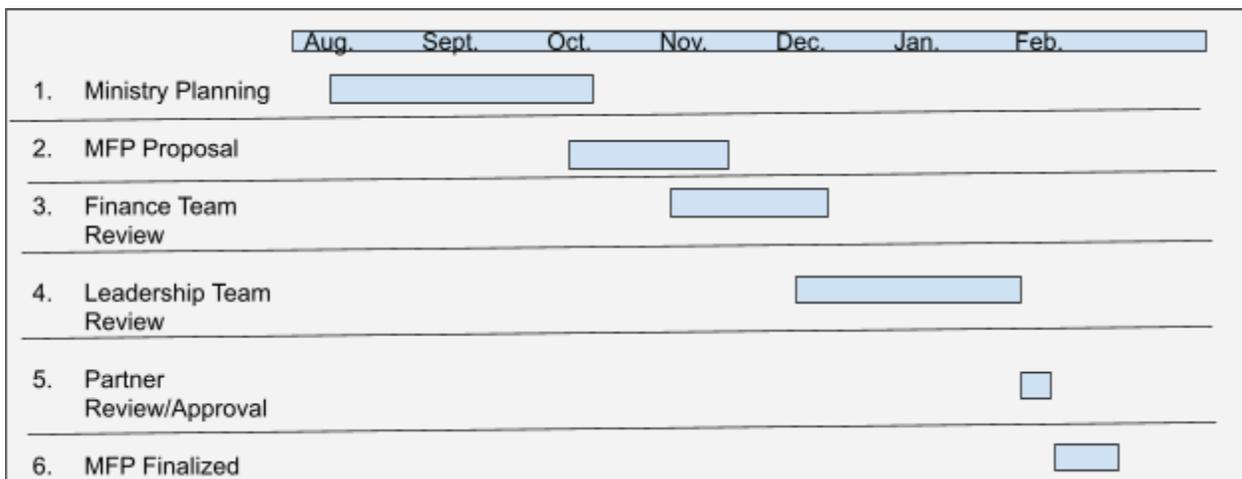
Policies

ATN's Leadership Team is authorized to modify MFP constellation totals.

ATN Partners must approve ATN's annual MFP as a function of its annual congregation meeting in February.

ATN Partners must approve any increase in MFP expenses subsequent to the initial approval.

Guidelines



Step 1 Ministry Planning: Each constellation leader coordinates with its ministry leaders to establish ministry goals for the upcoming year as the basis for subsequently creating an MFP in support of this plan.

- The plan for the upcoming year is drafted by each ministry leader in late summer/early fall (August - September); it is reviewed and refined by the constellation leader.
- The draft plan is then presented at a fall (September-October) meeting of all Ministry Leaders and Leadership team members. Agreed changes and additions are then incorporated into the plan.

Step 2 MFP Proposal: Based on agreed ministry goals the proposed MFP to support the plan is developed by ministry leaders and reviewed by the constellation team.

- A standard worksheet template* is used.
- Line items are identified by both their GL code and description.

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- The proposed plan is then submitted to the Finance team no later than mid November.

Step 3 Finance Team Review: Before the end of the current year...

- Based on the finance team's estimated income for the upcoming year and other factors, constellations could be asked to adjust their MFP total.
- The ministry leaders, in coordination with their constellation leader, would then make adjustments to specific MFP line items in order to achieve the required total adjustment.

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Step 4 Leadership Team Review: During the month of January

- The Finance team leader presents the adjusted proposed MFP to ATN's Leadership team
- The Leadership team provides input and could require a modification to the bottom line total and/or to any constellation total.
- If changes are required, the Finance leader again coordinates with the Constellation leader(s) impacted; the constellation leader(s) in turn coordinate with their ministry leaders and provide an adjusted MFP.
- The Leadership team approves the proposed MFP

Step 5 Partner Review/Approval: At the first congregation meeting of the year in early February...

- The Finance team leader, in collaboration with the Leadership Team chair and the Lead pastor, prepares the financial presentation and materials for the congregation meeting.
- The Leadership Chair presents the MFP to the congregation.
- ATN partners vote to approve the MFP either as is or with agreed modifications.

Step 6 MFP finalized: Once approved by the partners...

- The MFP is the framework in which expenses are validated and managed
- Changes to either increase, decrease, or substantially alter the approved MFP are reviewed by the finance team and must be approved by the Leadership team.
- Increases to the total MFP require approval from ATN's Partners.

***Note re Forms:**

- Templates for all Forms referenced in this document are found at www.allthingsnew.church/ministry.
- Make a copy of the form template
- Rename it and move it to the appropriate folder in your constellation's team drive